



Petition for Certification of Previous Investigator Training

**State of Washington
Department of Personnel
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For more information contact:

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PURPOSE: The purpose of this document is to enable employees to petition for a Certificate of Training based upon previous training they've received commensurate with their job duties and consistent with DOP or agency certified and delivered Core and/or Advanced Investigator Training Programs. This is consistent with paragraphs 1.D. and 2.C. of Executive Order 98-02.

Standards

Employees with investigative responsibilities who have had previous investigator training and who do not intend to participate in Core and/or Advanced Investigator Training courses sponsored by DOP or sponsored by an agency after DOP approval, may petition for certification of previous investigator training.

The petition process must be completed within 18 months for newly hired employees who will not attend formal instructor led training.

Employees petitioning for certification of previous investigator training must:

- Review, complete and retain a copy of the *Investigator's Resource Manual*, review the *Core and Advanced Investigator Training Curricula Outlines* and complete Worksheet 1 and/or Worksheet 2 (attached). (To facilitate this process, employees should also review their training profiles, training plans, or other applicable training summaries, records or credentials, and meet with their supervisors as needed.) You may not petition for an *Advanced Curriculum Certificate of Training*, unless you already have a *Core Curriculum Certificate of Training* obtained either from training at DOP, investigator training at your agency that has been reviewed and certified by DOP, or as a result of this petition process.
- Complete a "*Petition for Certification of Previous Investigator Training*" (attached).
- Request and obtain approval of the petition from your appointing authority, or their designee. Appointing authorities and/or appointing authority designees who manage employees with investigative responsibilities who are petitioning for credit for previous investigator training must:
- Submit completed petitions and the relevant worksheet(s) to DOP's Investigative Training Coordinator. Once received at DOP, petitions will be reviewed and processed for inclusion in the employee's training profile.

Guidelines

The Department of Personnel, with advice from the State Investigative Resource Committee, may over time develop a list of recognized investigative training courses provided by other entities that are consistent with the *Core and Advanced Investigator Training Curricula Outlines*.

NOTE:

<http://www.dop.wa.gov/Employees/TrainingAndDevelopment/CivilInvestigations/> at the "General Questions" tab ITP/Petition

Core Investigator Training

Investigator Training Program

Worksheet 1: Petition for Certification of Previous Investigator Training

Core Curriculum Topics	My past training is consistent with the Learning Outcomes in the Core Curriculum outline (please indicate "yes" if so)	Where training occurred	When training occurred	Comments/Notes
Scope of authority				
Ethics				
Complaint analysis				
Investigative planning & strategy				
Rights of entry				
Subpoena authority				
Civil warrants				
Tort and personal liability for errors				
Interviewing techniques				
Respecting Constitutional rights				
Rights of people being interviewed				
Laws of arrest				
Gathering evidence				
Documenting evidence				
Developing evidence				
Maintaining evidence integrity				
Evidence chain of custody				
Dealing with aggressive behavior				
Right to self-defense				
Avoidance/minimization of Phys. Risk				
Use of firearms and other weapons				
Preparing/writing investigative reports				
Referrals to other entities				
Public disclosure and confidentiality				
Investigator testimony				

Advanced Investigator Training

Investigator Training Program

Worksheet 2: Petition for Certification of Previous Investigator Training

Advanced Curriculum Topics	My past training is consistent with the Learning Outcomes in the curriculum outline (please indicate "yes" if so)	Where training occurred	When training occurred	Comments/Notes
<i>Classroom or other formal training</i>				
Investigative planning & strategy				
Subpoena authority				
Interviewing techniques				
Respecting Constitutional rights				
Investigator testimony				
<i>Investigator's Resource Manual Review</i>				
Scope of authority				
Ethics				
Rights of entry				
Civil warrants				
Tort and personal liability for errors				
Rights of people being interviewed				
Laws of arrest				
Gathering evidence				
Documenting evidence				
Developing evidence				
Maintaining evidence integrity				
Evidence chain of custody				
Use of firearms and other weapons				
Referrals to other entities				
Public disclosure and confidentiality				

STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
Training and Developmental Services

INVESTIGATOR TRAINING PROGRAM

PETITION FOR CERTIFICATION OF PREVIOUS INVESTIGATOR TRAINING

I have reviewed, completed and retained a copy of the Investigator's Resource Manual, reviewed the Core and/or Advanced Investigator Training Curricula Outlines and completed the relevant worksheet(s) for this petition. I affirm I have successfully completed investigative training consistent with the Learning Outcomes in the (please check the appropriate curricula):

Core Curriculum Outline _____

Advanced Curriculum Outline _____

I hereby petition for recognition of my previous investigative training for the curricula noted above in accordance with the Executive Order 98-02 and paragraphs 1.D. and 2.C.

Signature

Employee Personnel ID#

Petitioner's printed name

Agency and Division (As you want it to
Appear on a *Certificate of Training*)

Appointing authority's signature

(This petition **will not be processed** without an appointing authority or their designee's signature)

Appointing authority printed name

Mailing Address:

(Where *Certificate(s) of Training* should be mailed to; please also see Item 2 below)

To process this petition:

1 **State employees with investigative job duties** that have received previous investigator training consistent with the *Core and Advanced Investigator Training Curricula* should complete this form and the attached worksheets, and forward the packet to their supervisor and the formal appointing authority or their designee for appropriate signatures. When a petition is approved at DOP, training credit will be issued and posted in the individual training profile in-lieu of required participation in Core and/or Advanced investigator training offered at DOP or at agencies with programs approved by DOP.

2 **Appointing authorities/designees:** To facilitate processing of petitions in our office, please forward this form and supporting documentation to: David Norman, DOP, P.O. Box 47530.

If you have any questions about this process please call (360) 664-1926